



# Bluefield State College

Job Vacancy Announcement

## Accountant

**POSITION TITLE:** Accountant

**JVA#:** 2021-01

**DEPARTMENT:** Financial and Administrative Affairs

**POSITION SUMMARY:** Reporting to the Assistant Vice President for Financial Affairs and Comptroller, the **Accountant** is responsible for performing a wide range of moderate to detailed/complex accounting and advisory functions pertaining to assigned fund area, accounts and/or department. This position assures day-to-day operations are carried out in accordance with established accounting principles, policies and objectives and works as a financial services team member to ensure that BSC's financial, capital and operational resources are deployed with integrity and aligned with Bluefield State College's instructional, research, and public service mission.

**POSITION CLASSIFICATION/COMPENSATION:** This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

### **CORE RESPONSIBILITIES:**

Under general supervision of the Assistant Vice President for Financial Affairs and Comptroller, responsibilities include, but are not limited to:

- Prepare standard accounting reports and statements and also non-standard reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data for assigned areas. Complete complex financial deliverables in compliance with generally accepted accounting standards and federal and state reporting requirements, as well as relevant accrediting agencies. Adjust to changing needs of college operations or need to provide specialized or individualized reports.
- Interpret data and point out trends or deviations from standards. Recommend alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond routine scope of responsibilities.
- Identify informational needs of management and revise or refine account structures or data accordingly.
- Prepare intricate journal entries, maintain complex ledgers, prepare detailed cost accounting information and reconcile and analyze reports and ledgers.
- Audit transactions and/or processes prior to submission of transactions.

- Decide proper handling of financial transactions and process accordingly; approve transactions within designated limits, maintaining proper separation of duties.
- Provide solutions to problems presented by lower level staff and recommend changes to maximize accounting system effectiveness, methods or procedures to management, utilizing knowledge of accounting principles and practices.
- Interpret accounting data, prepare and analyze complex reports and recommend action to be taken.
- Advise and counsel on complex accounting matters to department and/or college staff.
- Balance complex federal, local or state reports.
- Research, analyze and use independent judgment in a variety of daily and non-routine decisions affecting assigned function.
- Review and control accounts and records to ensure accuracy, proper documentation, and compliance with all pertinent policies, procedures and regulations.
- Research and evaluate new or changed accounting principles and practices.
- Conduct training for campus users.
- Improve internal controls to mitigate risk, ensure the college's accounting records are accurate and up to date at all times, and deploy appropriate measures to minimize the risk of financial loss to the college.
- Working collaboratively, improve fiscal resource allocation, financial services delivery capabilities, reporting capacities, and develop or contribute to the development of quick and accurate revenue forecasting tools.
- Ensure the provision of excellent customer service to students, parents, faculty, staff and external stakeholders by creating a customer service culture where internal "customers" and external stakeholders view centralized services as responsive and value-added.
- Assist with developing and implementing Financial and Administrative Affairs policies and streamlined procedures to ensure smooth and effective operation of departments and facilities. Document procedures and make readily available to end-users.
- Ensure compliance with all federal, state, and local laws and regulations and college policies.
- Lead or serve actively on appropriate college and professional committees and task forces; effectively represent the division to internal and external constituents.
- Perform other duties as assigned. Serve as backup to supervisor and division staff as needed. Serve on committees.

**MINIMUM REQUIRED QUALIFICATIONS:** Bachelor's degree in Accounting, Finance, Business Administration or related field from an accredited institution required. At least two years of professional accounting and/or auditing experience. Working knowledge of accounting principles, practices and procedures. Knowledge of basic leadership practices. Skill in performing detailed, accurate numerical computations. Skill in preparing detailed, accurate reports on a timely basis. Skill in the use of computer hardware and software. Ability to manage professional staff and/or administrative support staff with an emphasis on providing excellent customer service. Demonstrated ability to prioritize and manage multiple tasks concurrently coupled with excellent organizational skills. Effective and persuasive verbal and written communication skills necessary for achieving goals, resolving conflicts, and working collegially with customers. Valid U.S. Driver's license.

**PREFERRED QUALIFICATIONS:** Valid Certified Public Accountant (C.P.A.) certificate or license. Significant accounting and/or auditing experience in a public higher education environment or certified public accounting firm. Experience with ERP financial module software such as wvOASIS, Banner Finance, or other financial systems.

**THE COLLEGE:** The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu)

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

**DATE POSTED:** January 7, 2021

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, Monday, February 1, 2021. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.*